

Request for Proposals

The City of Killeen, Texas, has authorized sealed proposals to be received for:

Executive Search Firm – City Manager



**DUE DATE: May 25, 2016– 3:00 PM CDT
RFP No. 16-19**

Return Response to:
City of Killeen
Purchasing Division
207 A. West Ave. D
Killeen, Texas 76541

www.killeentexas.gov

I. Introduction

The City of Killeen, Texas is seeking sealed proposals from qualified firms/providers to perform executive search services for the position of City Manager. Currently, Killeen has an Interim City Manager following the former City Manager's retirement on April 5, 2016, after serving Killeen for more than 27 years. The City will accept sealed proposals addressed to the City of Killeen, Purchasing Division, 207A W. Avenue D, Killeen Texas 76541, until Wednesday, May 25, 2016 at 3:00 pm, from firms/providers interested in providing the requested services outlined below in the Scope of Work section. Proposals shall be plainly marked with the name and address of the proposer and "RFP 16-19, Executive Search Firm-City Manager."

II. General Information

Killeen is approximately one hundred and sixty miles south of Dallas and sixty miles north of Austin.

Killeen is located on U.S. 190, an interstate quality, six-lane divided highway. U.S. 190 has recently been authorized to be designated as Interstate 14. It will connect to Interstate 35 approximately twenty miles east of Killeen.

Killeen is home to Fort Hood, one of the largest military installations in the free world. Fort Hood is the home of III Corps, one of the largest commands in the United States Army. III Corps is dedicated to excellence in heavy maneuver. There are 39,067 active duty soldiers assigned to the installation and 5,472 civilians; 73 percent of the soldiers and 100 percent of the civilians live off of the installation. Over two hundred defense contractors in the community support the installation and have 15,745 employees. Fort Hood is one of the Army's two power projection platforms and, as a result, is known as an enduring installation. Fort Hood is the largest single site employer in the state.

The City of Killeen operates the Killeen-Fort Hood Regional Airport. It is a joint-use facility with the U.S. Army. The city owns the terminal which is located on land leased from the U.S. Army. The terminal was opened in 2004. All jet service is provided by American Airlines to Dallas, Delta to Atlanta, and United to Houston.

The population of the City of Killeen is estimated to have changed from 127,921 to 140,391, resulting in a growth of 9.8% between 2010 and 2015. The 2020 projected population is 151,052. The estimated average age of our citizens is 31.0 years.

Killeen is the largest city in the Killeen-Temple-Fort Hood Metropolitan Statistical Area (MSA). The MSA consists of Bell, Coryell, and Lampasas Counties. The population of the MSA is estimated to change from 405,300 to 433,286, resulting in a growth of 6.9% between 2010 and 2015. The average household income in the MSA is estimated to be \$64,319.

The Killeen Independent School District (KISD) is the largest district between Dallas and Austin with over forty-three thousand students. The district operates 32 elementary schools, 11 middle schools, 4 high schools, the KISD Career Center, and several specialized campuses. The district serves the Central Texas communities of Killeen, Fort Hood, Harker Heights, and Nolanville. KISD is one of the most diverse school districts in the state.

Central Texas College (CTC) was established in 1965 on 500 acres of land provided by Fort Hood. Classes are held in military bases around the world and the college ranks fifth in the nation among all colleges and universities in terms of online enrollment. CTC has approximately 70,000 students worldwide. The main campus in Killeen has approximately 7,500 students.

Texas A&M University Central Texas (TAMUCT) is one of the newest universities in the state and is part of the Texas A&M University System. The campus consists of 662 acres of land acquired from Fort Hood, located south of the community. TAMUCT is an upper level university offering junior and senior level courses and graduate degrees in collaboration with Central Texas College. TAMUCT operates a College of Arts and Sciences, a College of Business Administration, and a College of Education. The campus consists of two buildings 103,000 and 125,500 square feet respectively. Construction of a third building of similar size is about to begin. Future campus development will include 19 academic buildings totaling 1,600,000 square feet, four general-use buildings totaling 325,000 square feet, and various buildings intended for a student center, conference center, dining hall, student housing and athletic facilities.

KISD, CTC, and TAMUCT have collaborated on the creation of a new education model to permit students to begin to acquire college credits while in high school so that they can offer a bachelor's degree often at a cost of less than \$17,000.

According to City Charter, Killeen functions as a Council-Manager form of government. The mayor is the city's chief elected officer and presides over the seven-member City Council which sets policy. The Mayor and Council members may serve their respective seats for a maximum of six years or three consecutive terms. The City Manager leads the operation and administration of the City.

The City staff includes approximately 1,300 plus full-time equivalent employees.

The City's budget is \$212,342,863 of which \$146,386,622 supports operations.

III. Scope of Work

Upon selection of a qualified firm, a professional services contract will be negotiated with the following scope of work.

Assist the Mayor and members of the City Council by providing the following services and related information:

- Develop a comprehensive recruiting profile for the City Manager position.
- Develop a recruitment brochure and include examples of flyers and/or brochures.
- Define the advertising strategy and marketing campaign to notify potential candidates, and identify where advertisements will be published.
- Define the recruitment strategy of diverse candidates.
- Direct solicitation of qualified candidates; receive resumes and review for qualifications.
- Conduct review and screening of initial candidates, providing periodic status updates.
- Define the preliminary screening process and the detailed steps used to narrow the field of candidates to those that most closely match the needs of the City, including discussing the results of preliminary reference checks with appropriate personnel.

- Present a written report on employment background, personal strengths, accomplishments, recommendations, and personal and professional references for top candidates.
- Describe and facilitate the final interview process with various panels.
- Coordinate correspondence, travel arrangements, and recordkeeping.
- Communicate the evaluation criteria, the reporting, and deliverables.
- Develop an appraisal system for candidate, once hired.
- Provide recommended questions for on-site interviews.
- Provide a detailed project timeline, including when and how a progress report will be communicated to appropriate personnel.

IV. Response Form and Content

All responses shall include the following content:

- A. Title Page: Indicate the proposal subject, name of the firm, local address, telephone number, name of contact person, and date of submittal.
- B. Introduction: Briefly, introduce the firm. Provide a profile of the firm, including, but not limited to, the approximate number of professional staff employed, how long the firm has been in business, and how long the firm has been conducting City Manager searches. Indicate the name of the person(s) who will be authorized to make representation for and to bind the firm, their titles, and telephone numbers.
- C. Proposed process:
 1. Briefly state the understanding of the work to be performed. Include, but do not limit, the statement to the following items that will be included in the Scope of Work.
 - a. Describe the process and/or approach the firm will use to develop the profile for the City Manager position.
 - b. Describe the recruiting methodologies the firm deems will be most effective to advertise the City of Killeen opportunity.
 - c. Describe the approach the firm will take to the direct solicitation of candidates.
 2. Describe the proposed strategy to complete the recruitment, including a general statement of the philosophy of the firm and a description of how the firm intends tailor the process for Killeen's search. Indicate any additional information for consideration regarding the firm's qualifications for conducting this project.
 3. Provide a list of successful City Manager placements in the past 36 months, including the size of the municipality as well as the overall number of placements in municipalities of similar size to Killeen. Include information that demonstrates the firm's experience with seeking a diverse pool of applicants. Provide contact names, telephone numbers, and email addresses of these clients. The City of Killeen reserves the right to contact any additional individuals or firms to obtain information about the respondent.

4. Indicate the names, titles, and placement experience of the person(s) who will be assigned to this project; include resumes. Include all contact information such as telephone number, fax, email address, and web address.
5. Discuss the general nature and return on investment the City of Killeen is likely to experience as a result of these services.
6. Provide a copy of a previous City Manager position profile your firm has completed which has similarities to the position with the City of Killeen.
7. Provide a copy of a City Manager search report the firm has completed for another client similar to the City of Killeen.
8. Provide a non-binding general range, or not to exceed amount, of the anticipated cost of the services proposed, including any information and anticipated costs for additional services for the recruitment and selection that might help in the selection of the most qualified candidate.
9. Provide a complete description of the fee structure for the search.
10. Provide anticipated project schedules for the recruitment and selection process.

V. Questions

Pre-proposal questions will be accepted by Randy Jimenez; Purchasing Manager; City of Killeen via e-mail at rjimenez@killeentexas.gov up to 3:00 pm on Wednesday, May 18, 2016.

Respondents to the RFP shall not contact City of Killeen Staff, any member of the City Council, or the Mayor during the proposal process and evaluation phase.

VI. Selection Criteria and Process

A. Evaluation

Staff will review and evaluate all proposals based on the criteria noted in this proposal and will rely primarily on the proposals submitted in the selection of one or more finalists. Respondents must emphasize specific information considered pertinent to the project and submit all information requested. Evaluation will be based on the following:

1. 50% respondents' demonstrated experience in effective City Manager recruitment and selection in similar size cities
2. 25% respondent's overall qualifications/experience of the firm
3. 15% cost of services provided
4. 10% completeness of proposal

B. Presentation or Teleconference

A representative from selected firms must be in attendance to present proposal to the City Council on Tuesday, June 7, 2016.

The Mayor and members of the City Council may require selected firms to be available to attend a City Council meeting or engage in a conference telephone call, or both, to respond to questions from the Mayor, City Council, and appropriate City staff.

VII. Guarantee

The consultant must agree to continue to provide the services listed above until a City Manager has been appointed. In addition, should the City Manager be terminated for cause or resign within twenty-four (24) months, the replacement recruitment shall be repeated by the consultant with no additional professional fee.

VIII. Standard Professional Services Contract

The selected respondent will be required to enter into a contractual relationship with terms and conditions pursuant to standard contracting procedures of the City of Killeen.

IX. Submission of Responses

A. Due Date

All proposers shall submit one (1) unbound original and four (4) bound copies of proposal documents, along with one (1) electronic version of the submission in a PDF format on a DVD/CD or Flash Drive. All documents shall be received at the address listed below, until Wednesday, May 25, 2016 at 3:00 pm. Proposals received after the closing time will be returned unopened. The proposal will be date/time stamped in the Purchasing Division when received and this will be considered to be the official time of receipt.

City of Killeen
Purchasing Division
207 A. West Ave. D
Killeen, Texas 76541

BID 16-19, EXECUTIVE SEARCH FIRM-CITY MANAGER

Facsimile transmittals and electronic transmittals will not be accepted.

B. Acceptance/Rejection/Modification to Responses:

The City of Killeen reserves the right to negotiate modifications to proposals that it deems acceptable, reject any and all proposals, and waive informalities or irregularities in a proposal or in the proposal process.

C. Economy of Preparation:

Proposals should be prepared simply and economically, providing a straightforward, concise description of the respondent's ability to fulfill the requirements of the project.

D. Cost of Preparation:

The City shall not be liable for any costs incurred by a respondent in preparing or submitting a proposal.

E. Ownership:

Submitted materials become the property of the City and will not be returned.

F. Public Records:

Until award of contract is made, per section 252.049 (b) of the Texas Local Government Code, there will be no disclosure of contents to competing respondents. All proposals will be kept confidential during the negotiating process. Except for the trade secrets and confidential information, which the respondent identifies as proprietary, all proposals will be open for public inspection after the contract is awarded, or as otherwise required by the Texas Public Information Act.